



# CITY OF HOUSTON

## Job Posting

Applications accepted

ALL PERSONS INTERESTED

Job Classification

DIVISION MANAGER (Exe. Level)

Posting Number

PN# 110134

Department

Health & Human Services

Division

Office of Surveillance & Public Health Preparedness

Section

Laboratory Administration

Reporting Location

1115 S. Braeswood\*

Workdays & Hours

M - F, 8 a.m. - 5 p.m.\*

\*Subject to change

### DESCRIPTION OF DUTIES

Directs the management, coordination, implementation, administration and operation of various systems plans and projects.

### CORE FUNCTIONS

- Manages, trains, develops, counsels, and evaluates staff performance.
- Assists in the design and implementation of special systems, plans, and projects.
- Establishes policies, procedures, guidelines, and project schedules.
- Acts as liaison to other departments, government agencies, and private sector.
- Assists departments and general public in obtaining and explaining technical and non-technical information.
- Provides technical advice, consultation and support to departments and other agencies and groups.

### WORKING CONDITIONS

The position is physically comfortable; the individual has discretion about walking, standing, etc.

### MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's degree in Business Administration, Accounting, Engineering or a field closely related to activities of the division.

### MINIMUM EXPERIENCE REQUIREMENTS

Seven (7) years of progressive professional experience closely related to the activities of the division are required, with at least three (3) of the years in a supervisory capacity. A Master's degree in Business Administration, Public Administration or a field closely related to the activities of the division may be substituted for two (2) years of experience. Directly related professional experience may be substituted for the education requirement on a year-for-year basis.

### MINIMUM LICENSE REQUIREMENTS

None

### PREFERENCES

- Work is substantially complex and varied, and requires a combination of the interpretation of technical and detailed guidelines, policies and procedures. Analytical ability is needed to gather and interpret data where answers can be found only after careful analysis of several facts.

### SELECTION/SKILLS TESTS REQUIRED

None

### SAFETY IMPACT POSITION

☐ Yes ☒ No

This position is not subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

### SALARY INFORMATION

#### GENERAL FUNDED POSITION

Factors used in determining the salary offered includes the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range is:

Salary Range – Pay Grade 29  
\$1,885 - \$3,629 Biweekly \$- \$49,010 - \$94,354 Annually

### OPENING DATE

April 26, 2006

### CLOSING DATE

Open Until Filled

### APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 794-9142. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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